Technician:

Review Certificate Maintenance

Overview

In order for a technician to inspect a plant, sample or test material, the technician must be certified to do so. The technician attends a class and takes an exam for certification or re-certification. If the technician passes the exam, the technician receives a card and certificate acknowledging completion of the prerequisites. Most certifications have an expiration date, based on the type of technician certification. If the technician does not pass the exam the candidate can be scheduled for a re-test.
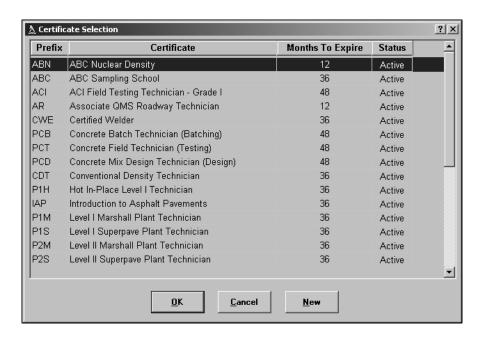
Each division has assigned a staff member responsible for generating the Technician standard report in Vendor that will list all technicians in their respective division that have certifications due to expire. The period of time can be established using filters when the report is generated (e.g., within the next 6 months). This list of pending certification expirations and class schedule (if available) can be viewed and generated for distribution for DOT and non-DOT employees. Anyone can register for an available class, but only the class instructor or those with security czar privileges can enroll the candidates.

The Vendor system will also display the prerequisites for a course, and the qualifications for a certification. When registering a technician the capability to view a technician's certifications and courses taken is also available. By viewing this information, the coordinator can determine if the technician can register for this course.

Review Certificate Maintenance

Step 1:   Click **Functions→Technician→Review Certificate Maintenance.** The **Certificate Selection** window displays:

Prefix	Certificate	Months To Expire	Status
ABN	ABC Nuclear Density	12	Active
ABC	ABC Sampling School	36	Active
ACI	ACI Field Testing Technician - Grade I	48	Active
AR	Associate QMS Roadway Technician	12	Active
CWE	Certified Welder	36	Active
PCB	Concrete Batch Technician (Batching)	48	Active
PCT	Concrete Field Technician (Testing)	48	Active
PCD	Concrete Mix Design Technician (Design)	48	Active
CDT	Conventional Density Technician	36	Active
P1H	Hot In-Place Level I Technician	36	Active
IAP	Introduction to Asphalt Pavements	36	Active
P1M	Level I Marshall Plant Technician	36	Active
P1S	Level I Superpave Plant Technician	36	Active
P2M	Level II Marshall Plant Technician	36	Active
P2S	Level II Superpave Plant Technician	36	Active

OK   **Cancel**   **New**
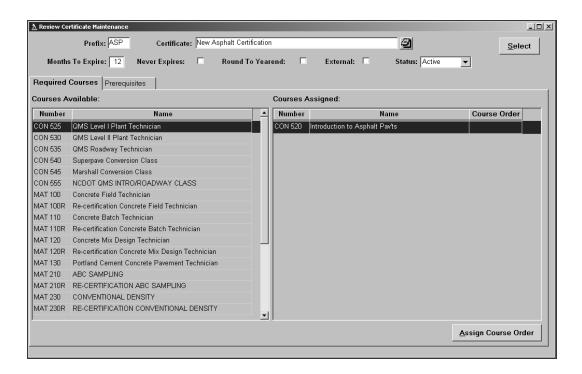
Step 2: To add a new certification type, click the **New** button. The **Review Certificate Maintenance** window displays:

Step 3: Type a prefix for the new certification in the *Prefix* field. For example, enter CON for an Asphalt certification.

> **Note:** *All Certificates of the same type will use the same prefix (i.e. in the above example, the certificate number will be ASP-123).*

Step 4: Type the name of the certification in the *Certificate* field.

Step 5: Determine how long the certification is valid for, such as one year. Then type the number of months in the *Months to Expire* field.

Step 6: To set the certification expiration date to be rounded to year end as opposed to the actual expiration month (determined by calculating the *Certification Start Date* plus the number of months in the *Months to Expire* field), click the **Round to Yearend** checkbox.
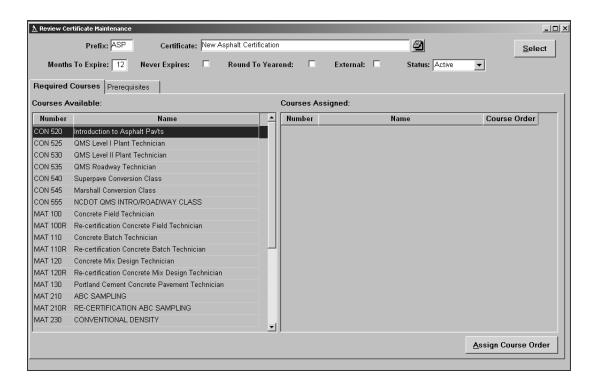
Step 7: If the certification is the type that does not expire, indicate this by checking the **Never Expires** checkbox.

> **Note:** *The Status is defaulted to "Active" for a new certification. The Status can be changed to "Inactive" to disable an existing certification from being accessed in HiCAMS.*

Step 8: If this certification course is facilitated by a Non-DOT instructor, (e.g., for Welder certifications) and the certificate is printed and issued by the Non-DOT instructor, indicate this by checking the **External** checkbox. This will disable the print button in the Enrollment window (for this certification only) to prevent the certificate from being accidentally printed.

Step 9: Assign the necessary courses to achieve this certification by selecting the course and dragging it to the right column:
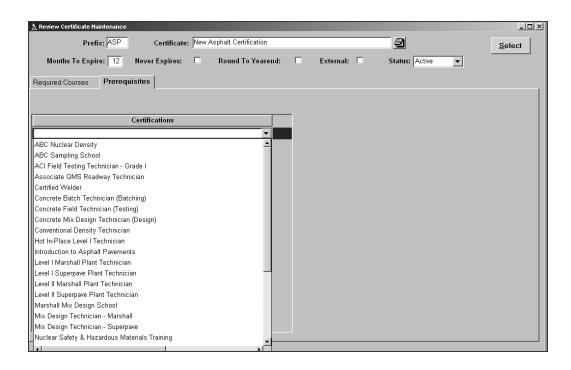

Note: *When entering NEW courses into the Vendor system, you must associate the new course to a certification PRIOR to scheduling classes for the course via the Review Course Maintenance Module.*

Step 10: If the certification requires that courses be taken in a specific order, click the **Assign Course Order** button to indicate the order in which the courses must be completed.
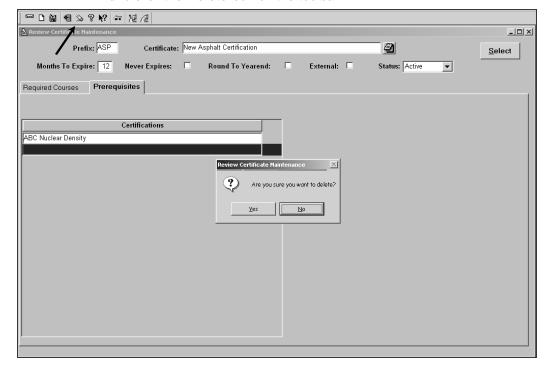
Drag the courses to the right column *in the order in which they must be completed.* If the courses can be completed in any order, do not use the **Assign Course Order** button.

Optional: Click the **Prerequisites** tab. To indicate a certification that must be achieved prior to the certification being entered, click the **Insert** icon on the toolbar. Select the blank row to display the drop down list:

Step 11: Select the appropriate certification from the list. Click **Save** icon on toolbar.

> **Note:** *To remove a Certification* **Prerequisite***, select the existing Prerequisite and click the* **Delete** *icon on the toolbar:*

Note: *Click Yes to continue deletion of the prerequisite.*

Update Certification Information

Existing certifications may require corrections or updates, such as adding a course pre-requisite.

Note: *You cannot delete a certification after it has been saved. If the certification is no longer valid or granted, change the Status from Active to Inactive. This will disable the selection of the certification.*

To perform an update to a Certification, perform the following steps:

Step 1:   Click **Functions→Technician→Review Technician Certifications.** The **Certification Selection** window displays.

Step 2:   Select the Certification to be updated and click the **OK** button. The **Review Certificate Maintenance** window displays.

Step 3:   Make the necessary changes. Click the **Save** icon.

Delete Information from a Saved Certification

When a certification has been added and saved, it cannot be deleted. It remains as a historical record in the DOH Vendor system. However, it is possible to change the status to "Inactive", which will disable it and will not be accessible by users.

Step 1:   Click **Functions→Technician→Review Technician Certifications.**

Step 2:   The **Certificate Selection** window displays.   Select the Certification to be removed.

Step 12:   Click in the *Status* field and select "Inactive":

Step 13:   Click the Save icon on the toolbar. Once saved, the certification is disabled and cannot be accessed.